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Annual Report

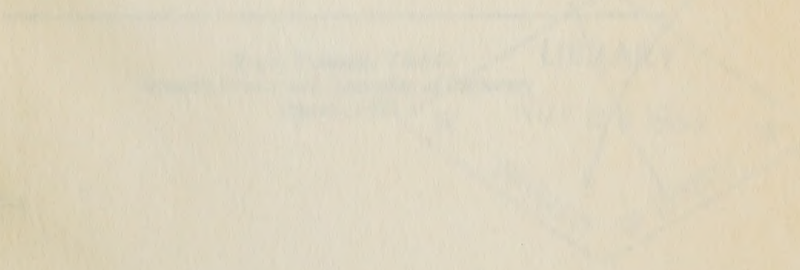
Department of

Government Printing  
Publications and Stationery

and Stationery

for the fiscal year

ended March 31, 1963







Canada. Dept. of Public Printing and Stationery  
Report.



# Annual Report

of the

# Department of Public Printing and Stationery

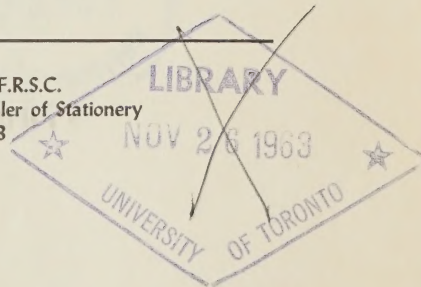
Government  
Publications

for the fiscal year

ended March 31, 1963

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Roger Duhamel, F.R.S.C.  
Queen's Printer and Controller of Stationery  
Ottawa, 1963



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MONTREAL

*Aeterna-Vie Building, 1182 St. Catherine St. West*

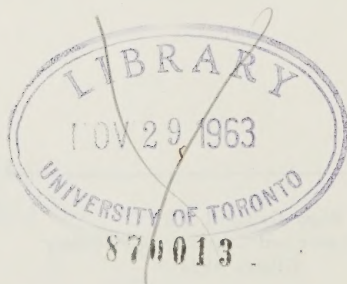
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ROGER DUHAMEL, F.R.S.C.  
Queen's Printer and Controller of Stationery  
Ottawa, Canada  
1963



To His Excellency

Major General Georges P. Vanier, D.S.O., M.C., C.D.,  
Governor General and Commander-in-Chief of Canada.

May it please your Excellency:


I have the honour to submit to your Excellency the report of the  
Department of Public Printing and Stationery for the fiscal year ended  
March 31, 1963.

Respectfully submitted,

J. W. PICKERSGILL,  
*Secretary of State of Canada and  
Minister in charge of the Department  
of Public Printing and Stationery.*

OTTAWA, July 1963.





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The Honourable J. W. Pickersgill, P.C., M.P.,  
Secretary of State of Canada and Minister in charge of the  
Department of Public Printing and Stationery.

SIR:

I have the honour to submit the annual report of the  
Department of Public Printing and Stationery for the fiscal year  
1962-63, in accordance with Section 36 of the Public Printing  
and Stationery Act, Chapter 226, R.S. 1952.

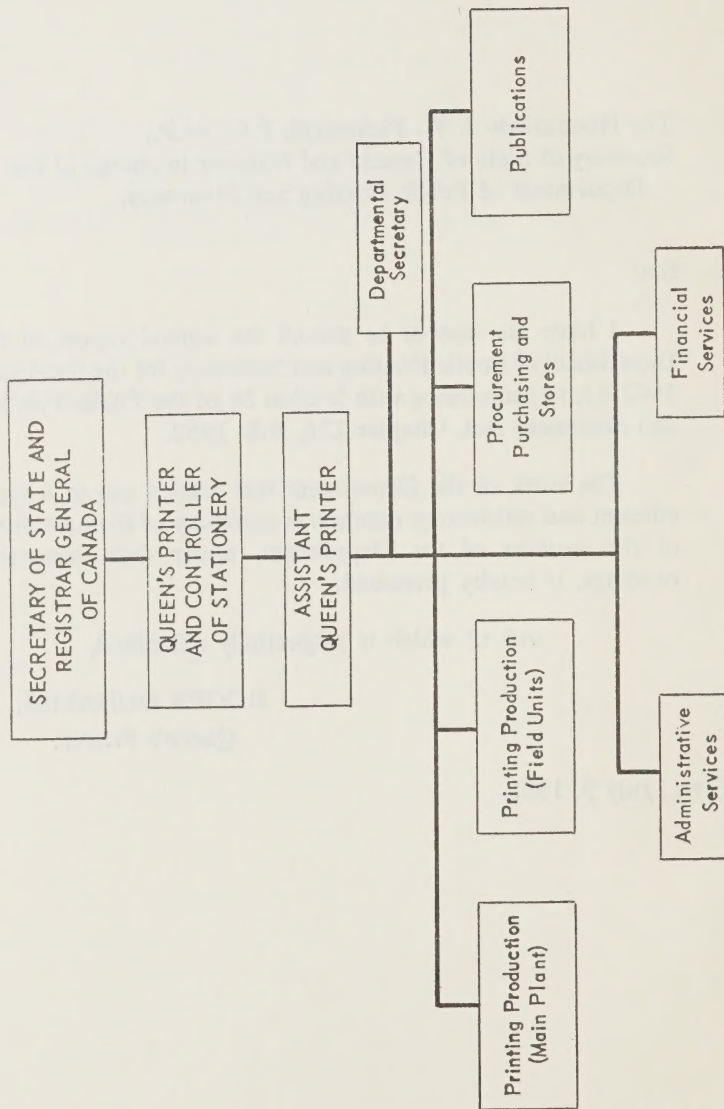
The work of the Department was carried out in a most  
efficient and satisfactory manner. A summary of the operations  
of the services of the Department, under their respective  
headings, is hereby presented.

All of which is respectfully submitted,

ROGER DUHAMEL  
*Queen's Printer.*

OTTAWA, July 9, 1963

DEPARTMENT OF PUBLIC PRINTING AND STATIONERY  
ORGANIZATION CHART



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# Annual Report of the Department of Public Printing and Stationery

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## FUNCTIONS AND ORGANIZATION

On June 2, 1886, the Department of Public Printing and Stationery was established by an Act of Parliament, Chapter 22.

Although the Department of Public Printing and Stationery came into being in 1886, the office of the Queen's Printer had already been established under *An Act Respecting the Office of the Queen's Printer and the Public Printing*, Chapter 7, assented to on June 22, 1869.

The main plant and offices of the Department are located in the National Printing Bureau, Hull, P.Q.

The Department is responsible for the following duties in relation to services required for the Senate and the House of Commons and the several departments of the government, namely: (a) the execution and audit of all printing, stereotyping, electrotyping, lithography, binding, or work of the like nature, and the procuring of the material therefor; (b) the purchase and distribution of all paper and other articles of stationery of all kinds; (c) the sale of all books or publications issued by order of either or both Houses of Parliament or by any department of the government; and (d) the free distribution of all public documents to persons and institutions who are entitled, under Treasury Board authority, to receive them without payment. The Department is also responsible for the printing, publication and distribution of the *Statutes of Canada*, (according to the provisions of the *Publication of Statutes Act*, R.S.C., 1952, Chapter 230) and the *Canada Gazette*, the official gazette of Canada, which is printed in two parts: Part I, which contains notices of a general character; and Part II, which contains all rules, orders, regulations and proclamations of a legislative or of an administrative character having general effect or imposing a penalty.

The Department consists of six branches, namely: Printing Production, Main Plant; Printing Production, Field Units; Procurement, Purchasing and Stores; Publications; Administrative Services; and Financial Services. In addition, there is a Departmental Secretary who has charge of general correspondence, central registry, the reception of tenders, and relevant secretarial and executive functions.

## PRINTING PRODUCTION, MAIN PLANT

The effect of the cost reduction programme on the Main Production Branch is reflected in the net values of production of \$6,457,184 for this fiscal year, and \$6,966,707 for the previous year—a decrease of \$509,523 or 7.3%. This decrease is attributed to a decrease in personnel of the Branch of 2.5%; a decrease in overtime requirement from the previous year of 66%; a decrease in printing requirements by the Houses of Parliament; and a general decrease in printing requirements for all other customers.

The value of commercial printing increased to \$6,339,035 from \$5,978,293 for the previous year, an increase of 6.0%, while the total demand for printing by all departments was decreased by \$115,412 or 0.7%. This increase in the volume of commercial printing is largely due to an increased requirement by those customers whose work required the utilization of equipment not available in this Department for optimum efficiency in production; and on the volume of printing scheduled for our plant at the time further work required processing.

Despite this decrease in volume, the Production Branch has continued to increase its efficiency by increasing productivity, decreasing plant overhead, reorganizing line supervision and production control, and continuing its studies in methods improvement.

It is gratifying to all employees of the Production Branch that Wilfrid Eggleston's "The Queen's Choice", which was printed in the main plant, won an award in the Typography Exhibition 1962.

### Plant Operations

The table which follows indicates the decreased demand of printing for parliamentary papers during the last three fiscal years. The annual volume of printing for this fiscal year has decreased by 18,787 pages or 33% from the fiscal year 1961-62, because the number of days in session have decreased. However, the average daily volume of printing has increased to an average of 443 pages per day for 1962-63 from 384, an increase of 15%.

	Number of pages		
	1962-63	1961-62	1960-61
Daily Work			
(includes House of Commons Hansard, Votes and Proceedings and Orders of the Day, Senate Hansard and Minutes of Proceedings, all in both English and French) .....	28,135	29,580	30,685
Committee .....	4,324	16,295	19,992
Bills .....	5,219	10,590	10,805
	<hr/> 37,678	<hr/> 56,465	<hr/> 61,482
Days in Session.....	85	147	168
Pages per day.....	443	384	366



The range from high to low of the demand for printing by the offset process has varied less this year than for the hot metal process so that the number of offset impressions produced in the main plant has decreased by 8.8% from 83.9 millions in 1961-62 to 76.5 millions in 1962-63. The efficiency, measured by the impressions produced per labour hour, is 1.4% more than the previous fiscal year.

The letterpress impressions produced during the fiscal year 1962-63 were 61.9 millions whereas the volume in 1961-62 was 70.7 millions, a reduction of 12.5%. However, the efficiency of this Division has also increased this year, since the impressions per labour hour is 6.1% more.

*Impressions Produced by Offset and Letterpress*

	1962-63	1961-62
<i>Offset (Impressions)</i>		
17" x 22" presses.....	10,935,607	13,449,780
18" x 24" presses.....	6,914,145	7,920,234
21" x 28" presses.....	10,141,157	11,309,831
22" x 34" presses.....	28,905,419	33,250,375
35" x 45" presses.....	19,556,998	17,932,589
<b>TOTAL</b> .....	<u>76,453,326</u>	<u>83,862,809</u>
<i>Letterpress (Impressions)</i>		
Large cylinder presses .....	26,209,476	33,000,465
Pony cylinder presses.....	11,776,408	12,194,820
Vertical presses.....	16,740,161	19,616,122
Platen presses.....	1,469,824	2,879,432
Heidelberg presses.....	5,715,793	2,985,114
<b>TOTAL</b> .....	<u>61,911,662</u>	<u>70,675,953</u>

With the firm support of officers of the Treasury Board, the Civil Service Commission and the Technical Research Officer of this Department, the Varitype Division of this Branch undertook a special project designed to further centralize the cold composition process for government service. Completion of the various phases of this project is expected during the fiscal year 1963-64. An estimated reduction in the cost of cold composition to our customers is approximately \$200,000.

The "Microfilm Xerography" process was used for the whole of this year's production of patents resulting in a 58% reduction in the cost of printing.

## Planning

The year in the Planning Division has been one of activity in the estimating function and close co-operation with other government departments in order to minimize printing costs.

Co-operation from other departments has been outstanding, especially when suggestions have been made to produce printing items more economically by making changes in format, material or other items affecting the work in question.

All Planning Officers have taken part in this programme, but it has been chiefly the work of the "Methods Committee" and liaison with departments that has helped achieve the benefits which have been passed on to departments requiring printing.

This Division processed 15,126 requisitions this year, compared with 20,578 for last year, a decrease of 26% which is partly due to cost reduction efforts including bulk buying by departments, on a yearly basis, to effect savings.

The Forms Section has continued to give advice and service to departments and has helped the Civil Service Commission run twelve courses comprising approximately ten weeks of training for Forms Control and Forms Design Officers and other Administration Officers.

A special project known as the paper work project of the Main Production Branch was begun by the Forms Section, this year. This project was recommended by the Royal Commission on Government Organization and it is designed to improve, re-organize, and eliminate unnecessary paperwork and control procedures in the Branch, and in the paperwork and procedures interconnecting the Production Branch and those branches providing service.

The Art and Illustration Section has been more active during this fiscal year, providing layouts and designs to customer departments. The work of this Section includes some outstanding designs for printing.

## Plant Studies

The Project Section of the Division successfully completed the installation of a facsimile method of reproducing Canadian Patent Specifications which has resulted in an annual saving in excess of \$431,000. During the year, a purchase specification covering bindery threads was completed and work on a similar specification covering lithographic film was continued in co-operation with the Canadian Government Specifications Board. In addition, a total of 103 suggestions made under the Suggestion Award Programme were investigated and assessed.

Work was also started on a survey to identify, classify and measure the production workload. The survey is designed to provide information necessary to effective work scheduling and to provide a guide for the future acquisition of plant equipment, in keeping with recommendations of the Royal Commission on Government Organization.

The Methods and Standards Section of the Division, as a result of method studies and the application of measured work standards to our Patent Printing operations, produced a saving of \$12,665. While this amount is less than the

savings attained in other years, it should be noted that this Section was operating on an accelerated basis, the staff having been augmented by the addition of in-plant trained journeymen personnel. During this time, a great deal of study data was accumulated for the Composition and Letterpress operations. This data will be applied during the fiscal year 1963-64.

When the Government's cost reduction programme was imposed in July 1962, the staff was cut back sharply and, as a result, the analysis of the data proceeded at a greatly reduced tempo. However, analysis is continuing and will result in further significant savings in the future.

The Plant Studies Division being largely a fact-finding group, its success depends in great measure on the assistance of others. Therefore, the contribution made by members of other departmental groups is acknowledged.

## Plant Engineering and Maintenance

The requirements for Plant Engineering and Maintenance services is continually increasing with the complexity of the equipment operating in modern industry. The effect is that the cost of the services generally has become a greater part of the total manufacturing cost. The increasing complexity and cost have resulted in the assignment of more importance to this function, but the Division is conscious of the fact that it can accomplish management objectives only with close co-ordination and co-operation with all members of the management team.

The results of the Engineering and Maintenance Division improvement plan are reflected in the following statements.

Productive operation this year, in the main plant and printing units, has increased machinery investment for replacement by 2.1%, increased total impressions by 0.95% and decreased the net value of production by 4%. The overall labour cost of the Engineering and Maintenance Division for these services has decreased 6%.

Since 1955, departmental printing costs have increased 61% and productivity has increased 132%. Engineering and Maintenance costs, during this period, have decreased 25% per \$100 of printing production and decreased 51.1% per 1000 impressions produced. Actual Engineering and Maintenance costs, since 1955, have increased by 18.5% while the maintenance cost index has increased 28.7%. In terms of 1955 dollars, expenditures for these services have decreased 10.2%.

The Department was rewarded for its efforts towards fire prevention by winning the following two awards:—

1. First place in the International Fire Prevention Association's contest for government occupied single building units.
2. Sixth place in the National Fire Protection Association's contest for single multiple and district administrative operation.



The present standard of fire prevention practices in the building will be maintained and improved wherever it is found possible to do so.

## PRINTING PRODUCTION, FIELD UNITS

This Branch endeavoured, during the year, to maintain the cost of printing to government departments. The accounting process became a part of the general accounts of the Department; this resulted in the internal standard cost accounting statements being recognized as subsidiaries to the Department's control accounts.

As mentioned above, the Branch was prepared to maintain printing rates at the previous year's level. However, in view of the unusual conditions prevailing during the last quarter, a slight loss occurred and should be recovered if necessary, through an appropriate adjustment in printing rates for the new year.

There was considerable savings to government departments resulting from more efficient production or labour performance, particularly towards the end of the fiscal year.

Sales decreased from \$3,464,000 to \$3,434,000 which is a decrease of only 1%.

Press impressions increased from 634 millions to 642 millions. The number of plates made or received decreased from 2,012,000 to 2,001,000.

There has been a slight increase in the value of commercial printing contracts which are administered through the Outside Printing Units. The volume of commercial printing processed in 1961-62 was \$82,000 compared with \$103,000 for 1962-63.

Printing Units continued to sell to departments supplies used in connection with printing operations. Sales in this area amounted to \$244,000 as compared to \$338,000 last year.

The above figures show that production was maintained at the 1961-62 level while the cost to government departments was lower by 1%.

## PROCUREMENT, PURCHASING AND STORES

### General Purchasing Division

This Division purchased, during 1962-63, standard items amounting to \$19,217,365 as compared to \$20,128,378 for 1961-62. These consisted of paper, envelopes, office equipment, plant equipment, plant supplies, printing and stationery. This Division also handled 30,475 requisitions and issued 34,598 purchase orders.

A reduction in the number of requisitions received and the total value of purchase orders issued is attributed, in part, to the cost reduction programme which became effective early in the year.

Under authority granted to them for this purpose, Printing Units outside of Ottawa made purchases of a total value of \$99,368. Of this amount, \$63,376 was for printing and allied operations.

Savings during the year amounted to \$1,120,219. The greater part of this savings was effected by purchasing from the lowest source, that is the difference between the price paid and the average of all bids or prices received from regular suppliers. Another important factor responsible for this savings is requisitioning in bulk for customer departments, that is the consolidation of purchases when several requisitions are received for the same item.

During the year, the Product Research Section participated in several meetings associated with Specifications and Standards.

Fifty-four investigations were carried out in various departments following complaints which suggested poor performance of products. In each instance, Product Research arranged adjustment. On four occasions involving non-catalogue requisitioning of catalogue items, Product Research stated case as to the undesirability of naming brands and asking for exclusive supply—the latter tending to create monopoly and to hinder realization of savings through bulk purchasing.

Some 550 spot checks and tests were arranged in collaboration with D.P.W. Testing Laboratories, Department of National Defence (Inspection Services and Army Development Establishment), and our own Plant Studies Division. As a result of quality control checks made, Product Research sought and received six major adjustments from suppliers. Minor, straight exchange adjustments are apart from the above.

Forty-three Suggestion Award submissions were referred to Product Research for evaluation and report. For the greater part, suggestions evaluated by Product Research originated with outside departments and concerned items of Stationery Stores issue.

## Stores Division

The Stores inventories operating under the Queen's Printer's revolving funds numbered fifty-three at the close of the fiscal year, representing an increase of one over the preceding year.

Yearly sales amounted to \$7,375,009 while stock inventory was valued at \$2,047,160 at year end.

A value of \$3,153 was recouped through the salvageable account on off-cut paper indicating an upward trend in this type of saving for the future.

A Petty Cash Fund, in the amount of \$100, was established in the Maintenance Stores to facilitate and expedite urgent and minor purchases available locally and the total amount spent during the year, in this respect, amounted to \$2,021. As a result, 639 individual purchases were transacted, indicating a reduction for an equivalent number of purchase orders, thus representing a tangible saving, apart from the expeditious services rendered.

Disposal of materials dormant, obsolete and surplus to requirements, has been brought up to date in all Stores operations, excluding Maintenance. Preliminary action has been undertaken to reduce Maintenance Stores inventory to a justified level, through disposal of stores and materials obsolete and surplus to requirements, but due to the lengthy process brought about by the nature and complexity of the items involved, a significant change in the value of this inventory will be felt only after a period of two years.

The responsibility to administer the Traffic Section was transferred to the Stores organization on December 3, 1962, on authority of the Queen's Printer and this transaction undoubtedly highlights the Stores activities for the year.

During the year, the volume of outgoing shipments handled by the Traffic Section numbered 70,822 for a total of 24,371,593 lbs. Incoming shipments totalled 13,097 weighing 22,449,495 lbs.

Seven contracts have been negotiated for our outgoing shipments to various points from coast to coast excluding Quebec, Northwest and Yukon Territories, but including Montreal and Newfoundland.

These tenders should reflect a substantial reduction in shipping costs for the year, even though four of these contracts became effective as late as November 30, 1962.

## Procurement Division

A general decrease was noted in the volume of work processed through the Division, during the year. Sales of stationery to departments and agencies decreased by approximately \$200,000 or 7%. The number of requisitions received was 1,400 less than the previous year or 7%, with a corresponding decrease of 3.3% in line postings.

The value of direct shipments was also affected with sales dropping from \$566,000 to \$402,000.

The average inventory increased in value by \$52,000 resulting from the drop in sales with a stock turnover of 4.16. The latter figure is still well above the average figure of 3.7 reported in the commercial field.

Arrangements were made, during the year, with the Departments of Citizenship and Immigration, Unemployment Insurance Commission, and Transport, to have their stock items shipped directly to consumers from Stationery Stores rather than from their own Stores. This practice will result in considerable savings in transportation and storage costs.

A decrease of 6% was also noted in the number of line postings for the issuance of materials from Printing Stores and Sub-Stores of the Outside Printing Production Units.

An increase in the number of requisitions for awards in kind which are held in stock for the Suggestion Award Board of the Public Service occurred. The Division processed 345 requisitions for 585 items.



## Office Machine Repair Division

During the year, the Typewriter Unit at Quebec City was closed on the resignation of the Officer-in-Charge and the operation transferred to the Montreal Unit. Similarly, the mobile Unit attached to the Victoria office was transferred to the Vancouver Unit to serve both cities.

Several steps were taken also to lower the cost of operation including a reduction of \$40,000 in the total value of repair work contracted out to commercial firms. It should be noted, however, that this should not be classed as a complete saving as overhaul work is included in this amount, and that the cost of same will be reflected during the next fiscal year.

The contract for repair work in the Fredericton, N.B. area was also cancelled. It was found that the cost of repairs, for the first five months of the year, amounted to \$853 per month. The cost of repairs for the remaining seven months of the year when not under commercial contract, amounted to \$396 per month, a saving of \$457 per month for the period. Briefly, it is observed that the year's activity indicates that a larger number of shop repairs were carried out than in the previous year, whereas the number of overhauls was reduced substantially.

## PUBLICATIONS BRANCH

Demands for services received from Parliament and government departments and agencies and mainly the general public, institutions and persons with specific business, personal or academic interest in official documents and information, continued to increase and reflect the growing interest Canadians take in the activities of their Government.

### Sale of Government Publications

Revenues from sales of official publications, royalties and advertising in the *Canada Gazette* reached \$1,729,192 (\$1,312,710) for an increase of 32%. Previous year's statistics are shown in brackets.

Subscriptions to and paid notices inserted in the *Canada Gazette*, Part I, increased revenues by \$10,233 to \$135,193 (\$124,960).

Receipts from subscriptions to periodicals amount to \$298,950 (\$286,324) for an increase of \$12,626.

The total sales to deposit holders are \$225,509 for an average of \$7.00 per order. The credit balance on deposits for publications increased from \$73,262 at March 31, 1962, by \$21,883, to \$95,145 at March 31, 1963.

Sales through bookshops operated by the Department continue to increase and show a gross income of \$73,522. Against this amount, \$26,068 is actually paid from appropriations of other departments for rental of space and employee benefits.

<i>Bookshops</i>	<i>1962-63</i>	<i>1961-62</i>
Ottawa .....	\$ 80,762	\$ 61,005
National Gallery.....	19,604	—
Montreal .....	126,682	—
Toronto .....	120,590	86,601
<b>TOTAL.....</b>	<b>\$347,638</b>	<b>\$147,606</b>

Sales of international organizations publications amount to \$106,688 (\$103,809).

Sales of National Gallery publications and reproductions increased by \$64,859 to a total of \$141,482 (\$76,623).

The two exercise programmes published for the Royal Canadian Air Force, the "5BX Plan for Physical Fitness for Men" and the "XBX Plan for Physical Fitness for Women" continue to be all time best-sellers.

So far, 484,000 copies of the former and 385,000 copies of the latter have been published in the English language for distribution in Canada. In addition, 1,600,000 copies of the Plan for men and 500,000 copies of the Plan for women were sold to the United States Air Force.

Canada having ratified the International Copyright Convention, effective August 10, 1962, and the demand from outside the country becoming too large for our facilities, contracts were entered into with the Public Printer for New Zealand, "This Week Magazine" and its associate firm Pocket Books Inc. in the United States, and Penguin Books Ltd., in Great Britain, for the production and sale of the booklets in the English language, with payment of royalties based on the number of copies sold. Rights of reproduction in all languages, with the exception of the French, were also granted to Penguin Books under the same terms.

Royalties of \$100,056 have so far been received from "This Week Magazine" and Pocket Books Inc. Over 600,000 copies of the combined U.S. edition have been sold to the American public, to the end of March 1963. The overseas firms to whom copyrights have been granted, not going into production until the fiscal year 1963-64, have not yet remitted royalties. These, however, are expected to be substantial.

The fiscal year also saw the production of the two booklets in the French language. So far, 21,000 copies of the Plan for men have been sold. (Printing of the Plan for women will not be completed until early fiscal year 1963-64). Rights of reproduction in that language were also negotiated and a contract entered into with "Les Editions Didier" of Paris, France, for coverage of all French-speaking countries outside of Canada.

It is of interest to note that all the 2,100,000 copies sold to the United States Air Force were produced in Canada and that one of the conditions of our contract with Pocket Books Inc. and "This Week Magazine" is that all their printing be produced in Canada by Canadian printers using Canadian material. Distance and high transportation costs have precluded that condition from appearing in our agreements with the other three publishers.

## Volume of Work

The Mail Order Unit processed 248,735 (241,085) sales orders made up of 204,616 (198,592) cash orders, 11,900 (11,847) orders placed by federal and provincial departments, and 32,219 (30,646) purchases made by deposit holders. This involved the preparation of 12,500 invoices, 847 credit notes and 6,984 refunds of remittances.

A further 41,600 requests were received from persons and institutions entitled to receive publications free of charge.

The increased sales resulted in a rapid exhaustion of certain books for which reprints were required and 94,605 copies were back-ordered for mailing when copies became available.

While most orders were mailed using labels filled by the customers using our printed blanks, some 91,000 additional labels had to be typed to process the remaining orders.

Some 78,500 letters, form letters or foot-notes were prepared in answer to enquiries about the availability, price, etc., of Canadian Government and international organizations publications. An additional 42,000 forms and guide letters were mailed as follow-up (insufficient remittance sent by customers, transfer to other government departments, subscription receipts, etc.) on orders received.

Requests from foreign countries for information about Canadian Government publications required the preparation of 5,200 letters. An additional 3,800 were prepared in answer to correspondence requiring a personal reply.

## The Canada Gazette Office

During the period, 27,612 notices were published in the 52 regular issues of the *Canada Gazette*, Part I, and 12,835 of these have been paid for by outside advertisers at the rate of 30 cents per agate line (at their first insertion). The balance, 14,777, represents non-chargeable departmental notices and account for approximately 65% of the total number of pages printed during the year, i.e. 5,311 (including all supplements, extra issues and the annual index).

The above notices called for 9,620 acknowledgment letters stating complete publishing particulars, as well as approximately 150 special letters to legal firms, public utilities and railway companies, etc., located in Canada, the United States and even Great Britain.

## Distribution of Statutes of Canada and Statutory Orders and Regulations

Free distribution of the Annual Statutes of Canada was made to 3,831 persons, institutions, libraries, etc., authorized to receive free copies. Of these, 2,782 copies were in English and 953 in French.



The authorized free distribution of the *Annual Statutes of Canada* for 1962 was made as follows:

	<i>English</i>	<i>French</i>
Office of the Governor General of Canada (bound in half-calf).....	1	—
Office of the Speaker of the House of Commons .....	1	—
Office of the Speaker of the Senate.....	1	1
Office of the Leader of the Opposition.....	1	—
Office of each member of the Government of Canada .....	25	35
Members of the House of Commons and Members of the Senate.....	315	163
Members of Provincial Government and elected members of the Yukon and North- west Territorial Councils.....	109	20
Officials of Provincial Government and of the Yukon and Northwest Territorial Councils	561	226
Members of the Judiciary of Canada .....	873	201
Officials of the Senate, of the House of Commons and of the various departments of the Government of Canada .....	339	66
Library of Parliament and the National Library .....	9	7
Provincial Legislative, university, law faculty college and public libraries in Canada .....	269	105
Canadian Embassies and Consular posts, Canadian Trade Commissioners, United Nations, Members of and officers of the government of countries other than Canada, universities and other institutions therein, if in the opinion of the Queen's Printer it is in the public interest.....	167	24
	<hr/> 2,671	<hr/> 848
(Special requests, replacements and newly elected Members of Parliament).....	111	105
	<hr/> 2,782	<hr/> 953

At March 31, 1963, 1,308 English and 512 French subscriptions to *Canada Gazette*, Part II, were being sent free of charge to those officials listed above, entitled to and who requested such complimentary service.

## Documents Library

As in the past, the library continued to classify and catalogue the official publications emanating from the Parliament, government departments and other federal agencies. The daily checklist, monthly catalogues and annual cumulative catalogue published in the library constitute a complete bibliography of federal publications printed by this Department, as well as furnishing a list of international documents of certain international organizations for whom the Queen's Printer is the national agent.

By form letters, annotations or direct reply, the Reference Service of the library answered 26,920 written enquiries, and the professional librarians, 6,206 reference questions. Thus, the average number of requests exceeded 135 per working day.

## Government Distribution Services

This Section provides circulation and mailing services to other government departments and agencies. As part of this service, some 4,400,000 labels, envelopes and self-mailers were addressed, and 7,200,000 pieces of mailing material inserted into envelopes and mailed.

The mounting volume processed through the departmental Post Office is indicated by reason of the fact that 77,575 mail bags were forwarded to the Post Office Department in 1962-63, as compared with 70,244 in 1961-62 (an increase of 7,328 bags over the preceding year).

The following figures show the volume of mail despatched through the Publications Branch Base Post Office:

	<i>No. of Pieces</i>
Registered Mail.....	2,611
Air Mail.....	5,478
Special Delivery.....	459
C.O.D. ....	956
Parcel Post.....	10,534
Foreign Countries.....	127,979
<b>TOTAL .....</b>	<b>148,017</b>

Bulk Mail (2nd class mail): 2,737,610 pieces

No. of envelopes metered and franked: 2,465,234

## ADMINISTRATIVE SERVICES

### Personnel

There were several organizational changes during the fiscal year 1962-63. Two of the changes involved the transfer of personnel from one branch to another. The first of these was the transfer of the entire Traffic Section from the Administrative Services Branch to the General Stores Division of the Procurement, Purchasing and Stores Branch. This change was made because management felt that the activities of the Traffic Section were more closely allied with those of the Stores Division than with the group it had previously been attached to. The second change was the transfer of the Systems and Data Processing sections from the Administrative Services Branch to the Financial Services Branch. Because the largest portion of the work done by this group consists of the processing of accounting data, it was felt that the activities of the group should be under the jurisdiction of the Financial management.

These changes were effected on December 3, 1962, and the reports of the activities of the transferred sections for the fiscal year are included in the reports of the branches to which they have been transferred.

In the interest of more efficient administration, organizational patterns have also been changed or modified within branches, notably in the Composition Division of the Production Branch where organizational regroupings on a more effective functional basis were initiated.

The total staff strength of the Department on March 31, 1963, was 1,686 employees, a drop of 51 from the 1,737 total on the same date last year. These employees were allocated as follows:

Executive .....	17
Administrative Services.....	11
Financial Services.....	92
Printing Production, Main Plant .....	838
Outside Printing Production.....	409
Procurement, Purchasing & Stores.....	205
Publications .....	114
	<hr/>
	1,686

The total strength as of March 31, 1963, was made up of 596 salaried employees and 1,090 prevailing rate employees. This compares with 620 salaried employees and 1,117 prevailing rate employees at the end of the preceding fiscal year.

The following is a statement of departmental staff strength over the past ten years.

1954.....	1,328	1959.....	1,735
1955.....	1,395	1960.....	1,744
1956.....	1,486	1961.....	1,818
1957.....	1,577	1962.....	1,737
1958.....	1,670	1963.....	1,686

During the year, there were 150 separations and 99 appointments.

A total of 41 competitions were conducted by the Personnel Division, in co-operation with the Civil Service Commission, a decrease of 13 from the previous fiscal year.

## Wages and Working Conditions

Increases were granted during the fiscal year to journeymen in the Ottawa-Hull area, as a result of negotiations by the printing trades and other unions with private employers. Increases were granted to other prevailing rate employees at various locations across the country, as a result of surveys conducted by the Department of Labour.



Civil Servants in the Department also enjoyed pay increases, in compliance with the cyclical review procedure conducted by the Civil Service Commission. While these increases were granted in December 1962, they were retroactive to October 1, 1961.

Hours of work and other working conditions in the Department remained the same.

## Training

Under the apprenticeship programme, intensive on-the-job training covering various aspects of the printing trades was given to 31 trainees from Composition, Letterpress, Bindery, Proofroom, Offset and Maintenance. The progress of the trainees was reviewed by examining boards composed of management officers and trade representatives, resulting in the promotion of 11 trainees to journeyman status.

Twelve departmental officers benefited from external training facilities by attending seminars or conferences in various locations.

The Staff Training Division also has responsibility for a technical library and for conducting tours through the plant. With regard to the former, 40 new books were purchased, 41 publications were in circulation and 113 books or magazines were borrowed by employees during the fiscal year 1962-63. During the same period, 17 groups totalling 468 persons visited the plant.

## FINANCIAL SERVICES

The Financial Branch endeavoured, during 1962-63, to:—

- (a) Advance the date of release of all financial documents.
- (b) Revise financial statements to provide management with more comprehensive data.
- (c) Continue the simplification of accounting procedures.

The whole concept of cost was re-examined and our present system modified to introduce the principle of direct costing and management responsibility accounting. These activities led to organizational changes and it is expected that our complete objectives will be reached during the next fiscal year. Certain recommendations appearing in the reports of the Royal Commission on Government Organization were acted upon and this is continuing.

During this fiscal year, the Data Processing Division was transferred from the Administrative Services Branch to this Branch. This group has now completed the conversion of punch card applications to the electronic computer programme. Studies are under way to determine the possibility of this Division absorbing more accounting operations.

The financial statements appearing in the following pages of this report were prepared by the Financial Branch and are subject to certification by the Auditor General of Canada. These statements will be published in the Public Accounts of Canada.

The assets of the Department, as reflected under the Queen's Printer's Advance, are established at \$5,011,069. This reduction from the previous year is attributed to lower accounts receivable. On the other hand, the cost reduction programme contributed to a lesser volume of work, resulting in an increased value of inventories.

After establishing a reserve for retroactive pay of \$32,000, the expenditures are in excess of revenues by \$67,466 as against \$52,704 last year. The unexpected curtailment of work received in this Department, during the last three months of the fiscal year, did not permit the recovery of the deficit originating during the last fiscal year. During the next fiscal year, provision in the rate structure will be made to recover the total excess of expenditures over revenues in the amount of \$120,170.

Commercial contracts show an increase from \$5,978,293 last year to \$6,339,035 this year. By taking into account the increase as shown in last year's report, the net increment during the last two years is almost \$700,000.

Revenues from the main plant, this year, are \$6,425,572 as against \$6,988,828 last year, or a reduction of \$563,256. In terms of net value of product, this reduction amounts to \$487,023.

The sales derived from the operations of the Field Units represent an increase of \$64,456 from last year.

The revenues for sales of stationery to other government departments are \$2,557,380 as against \$2,837,799 last year, or a net reduction of \$280,419. Since prices of stationery catalogue items were lowered at the beginning of the fiscal year and during the course of the year, this reduction in sales is directly related to less activity. To supplement the operations of the Stationery Division, the value of goods supplied directly to other government departments amounts to \$402,141 as against \$566,155 last year. These data are not included in the operations of the Stationery Division since the ordering departments pay direct to the suppliers.

The revenues derived from sales of publications and royalties amount to \$1,660,478, or an increase of \$345,242 over last year. In terms of sales, this is an increase over last year of \$338,596. Since the operations of the Queen's Printer's bookshops are financed by appropriation, no statements of profit and loss are published. Nevertheless, such a statement is produced for management control and after due allowance for all costs outside the jurisdiction of this Department, it does highlight a profitable operation.

This Department endeavours to operate on a non-profit basis and the variance in this year's operations represents a very small percentage of the total value of work performed.

## SECRETARIAT

### General

During the fiscal year 1962-63, the Departmental Secretary received, registered and opened approximately 7,200 tenders for printing, office equipment and supplies required by the various government departments.

During the fiscal year, the departmental Central Registry received and processed 445,581 pieces of correspondence. This office is also responsible for the control and requisitioning of office equipment, stationery and printed matter for the use of the Department. It continued to co-ordinate departmental requirements for these items. There were also issued 47 circular letters. The office also produced 21,578 photo copies.

### Suggestion Award Programme

Our Suggestion Award Programme continued to progress during the past year and participation increased considerably. We received 256 suggestions as against 138 during the previous year. Awards granted to 67 employees totalled \$3,038 in cash or in merchandise. Total savings for 1962-63 amounted to \$41,121.

The Suggestion Award News Bulletin continues to be published on a quarterly basis and affords a good publicity media for the Plan, as well as being a stimulant to potential suggestors.

It should be mentioned here that this is the most successful year for our Suggestion Award Programme since its inception in the Department. It is interesting to note that we received more than one suggestion per working day, during the calendar year. With such active participation, savings continue to accumulate for this Department.

## OTHER ACTIVITIES

### Fire Prevention and Civil Defence

The Civil Defence group has been kept up to full strength during the past year. This team of voluntary workers, consisting of both men and women, have proven themselves to be very helpful during our building evacuations, in the guarding of stairwells, by making certain that large working areas and locker rooms are cleared, helping the incapacitated and known heart cases when required, and assisting the Nursing Staff by carrying stretchers and medical supplies to a predetermined location outside the building.

Two groups of men and women were given the St. John Ambulance course in the fundamentals of first aid, made possible through the Emergency Measures Organization. Twenty-eight out of twenty-nine persons were suc-



cessful in the first group and twenty-three out of twenty-four, in the second. One man was sent to Arnprior where he successfully completed the Instructors Course in Rescue at the Civil Defence College.

The group will be maintained at its present strength throughout the coming year and every effort will be made to sustain the present enthusiasm in this work.

## **Industrial Health**

The Departmental Nurse reports that, during 1962-63, there were 9,230 clinical contacts, there occurred 1,148 occupational injuries and 74 claims were submitted to the Workmen's Compensation authorities, a decrease of ten from the previous year.

Regular plant inspections were conducted throughout the year for purposes of sanitation and the control of industrial hazards.

A mass Chest X-Ray survey of all employees was held in June 1962.

TABLE I  
Comparative Printing Revenue

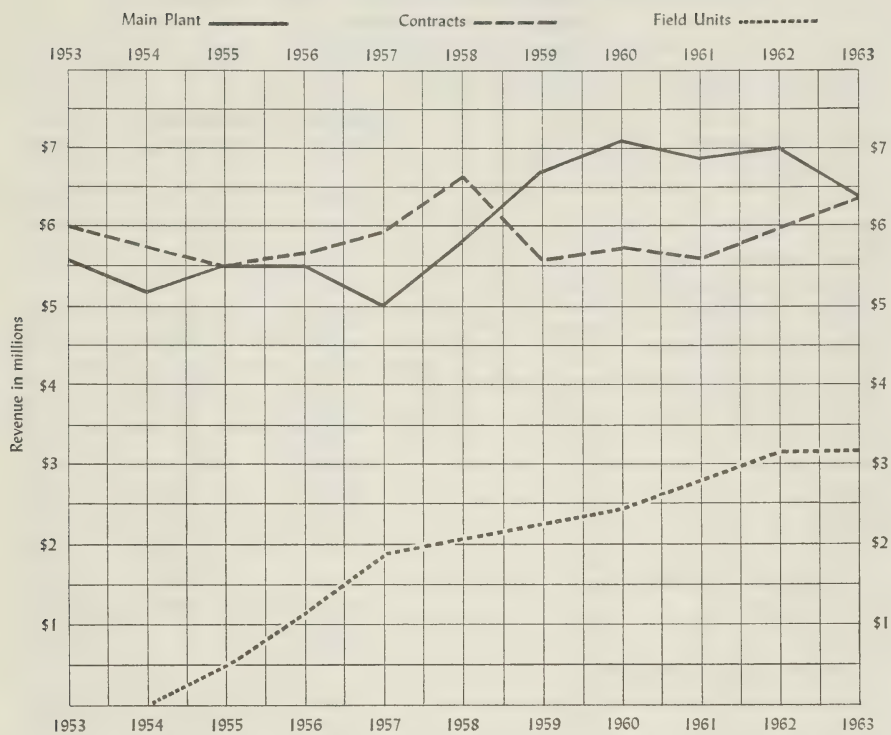


TABLE 2

Amounts Charged Against Parliament and the Departments  
for Printing, Lithographing, Binding, Sundry Printing  
Materials and Services etc.  
for the Fiscal Year Ended March 31, 1963

<i>Department</i>	<i>Printing and Sundry</i>	<i>Commercial Contract</i>	<i>Total</i>
Agriculture .....	\$ 275,080	\$ 267,756	\$ 542,836
Archives—Public .....	24,421	10,649	35,070
Auditor General's Office .....	9,072	61	9,133
Canadian Broadcasting Corporation .....	—	—	—
Chief Electoral Officer .....	63,461	291,906	355,367
Citizenship & Immigration .....	166,311	80,701	247,012
Civil Service Commission .....	69,788	21,710	91,498
Defence Production .....	60,493	2,310	62,803
Exchequer Court .....	685	618	1,303
External Affairs .....	122,161	125,566	247,727
Finance .....	222,721	491,284	714,005
Fisheries .....	81,653	67,295	148,948
Forestry .....	73,892	27,628	101,520
Governor General's Office .....	1,859	1,012	2,871
House of Commons .....	575,197	7,555	582,752
Insurance .....	114,974	—	114,974
International Joint Commission .....	256	8	264
Justice .....	26,232	6,222	32,454
Labour .....	499,926	458,274	958,200
Library of Parliament .....	7,077	20	7,097
Mines & Technical Surveys .....	234,958	62,313	297,271
National Defence .....	2,830,533	1,093,085	3,923,618
National Film Board .....	17,677	37,760	55,437
National Gallery of Canada .....	4,797	5,356	10,153
National Harbours Board .....	7,359	255	7,614
National Health & Welfare .....	232,929	189,330	422,259
National Research Council .....	215,872	—	215,872
National Revenue .....	326,561	654,721	981,282
Northern Affairs & National Resources .....	271,663	409,395	681,058
Penitentiaries .....	3,641	3,224	6,865
Post Office .....	404,199	386,783	790,982
Privy Council .....	51,695	151,369	203,064
Public Printing & Stationery .....	1,424,529	351,994	1,776,523
Public Works .....	72,893	22,812	95,705
Royal Canadian Mounted Police .....	35,386	61,625	97,011
Secretary of State .....	486,560	3,241	489,801
Senate of Canada .....	191,118	328	191,446
Supreme Court .....	921	12	933



TABLE 2—Concluded

<i>Department</i>	<i>Printing and Sundry</i>	<i>Commercial Contract</i>	<i>Total</i>
Trade & Commerce .....	\$ 649,546	\$ 290,626	\$ 940,172
Transport .....	273,526	215,755	489,281
Transport Commission .....	14,740	1,310	16,050
Veterans Affairs .....	112,039	78,356	190,395
<i>Miscellaneous:</i>			
Atlantic Development Board .....	1	—	1
Atomic Energy Control Board .....	800	—	800
Atomic Energy of Canada Ltd. ....	4,795	—	4,795
Bank of Canada .....	4,613	80,918	85,531
Board of Broadcasting Governors .....	6,113	607	6,720
Canadian National Commission for Unesco ..	400	—	400
Canadian Maritime Commission .....	2,597	14	2,611
Central Mortgage & Housing Corporation ....	118	—	118
Committee of Inquiry with U.I.C. Act .....	8,326	—	8,326
Crown Assets Disposal Corporation .....	6	—	6
Defence Construction .....	7,636	—	7,636
Eldorado Mining & Refining Ltd. ....	94	—	94
External Aid Office .....	3,649	80	3,729
National Capital Commission .....	2,155	—	2,155
National Centennial Administration .....	24	—	24
National Energy Board .....	3,545	—	3,545
National Parole Board .....	5,284	817	6,101
National Productivity Council .....	3,549	—	3,549
Northern Canada Power Commission .....	99	—	99
Nato Conference Committee .....	67	—	67
Royal Commission on Banking & Finance ....	2,168	—	2,168
Royal Commission on Cdn. Govt. Operations	74,197	—	74,197
Royal Commission on Health Services .....	2,179	—	2,179
Royal Commission on Pilotage .....	821	—	821
Royal Commission on Taxation .....	1,758	24	1,782
Royal Commission on Transportation .....	17,560	—	17,560
St. Lawrence Seaway .....	10,038	3,317	13,355
Sub-Total .....	\$10,420,993	\$ 5,966,002	\$16,386,995
Adjustment for Commercial Sub Contracts ....	(373,033)*	373,033	
Deduct Sundry Printing Materials and Services .....	432,839		432,839
Total Printing .....	\$ 9,615,121	\$ 6,339,035	\$15,954,156

\* Deduct.

TABLE 3

**Amounts Charged Against Parliament and the Departments for Stationery  
for the Last Four Fiscal Years**

<i>Department</i>	<i>1963</i>	<i>1962</i>	<i>1961</i>	<i>1960</i>
Agriculture .....	\$ 123,704	\$ 143,928	\$ 114,166	\$ 134,990
Archives—Public .....	4,049	3,650	3,602	3,183
Auditor General's Office .....	1,504	1,730	1,456	784
Canadian Broadcasting Corporation .....	5	40	6	16
Chief Electoral Officer .....	13,098	308	711	1,137
Citizenship & Immigration .....	173,957	193,398	171,485	176,883
Civil Service Commission .....	21,935	21,854	20,340	22,665
Defence Production .....	28,708	25,482	25,340	36,838
Exchequer Court .....	340	343	412	317
External Affairs .....	46,293	58,309	46,579	43,717
Finance .....	70,855	62,368	54,763	53,758
Fisheries .....	28,132	26,359	29,212	26,118
Forestry .....	20,194	8,205	—	—
Governor General's Office .....	736	896	503	728
House of Commons .....	26,824	24,775	15,664	14,726
Insurance .....	1,093	1,136	1,009	966
International Joint Commission .....	238	202	259	330
Justice .....	6,361	7,692	6,590	9,131
Labour .....	63,573	102,735	97,185	77,432
Library of Parliament .....	826	539	638	647
Mines & Technical Surveys .....	47,686	49,288	36,296	36,120
National Defence .....	945,920	1,136,058	1,006,590	1,059,801
National Film Board .....	14,673	15,207	15,587	18,317
National Gallery of Canada .....	1,207	1,406	1,095	291
National Harbours Board .....	1,763	1,307	1,244	1,173
National Health & Welfare .....	50,227	58,911	52,678	45,025
National Research Council .....	3,127	2,637	2,486	4,205
National Revenue .....	125,134	154,937	138,801	150,137
Northern Affairs & National Resources	79,259	101,668	87,268	68,813
Penitentiaries .....	49,647	39,704	44,437	30,179
Post Office .....	88,813	90,797	131,710	93,162
Privy Council .....	11,076	11,263	9,230	7,534
Public Printing & Stationery .....	88,034	89,981	46,458	47,141
Public Works .....	36,386	48,377	51,186	58,398
Royal Canadian Mounted Police .....	118,897	101,734	87,135	90,071
Secretary of State .....	8,118	9,874	7,386	8,896
Senate of Canada .....	1,701	2,848	2,691	1,926
Supreme Court .....	889	1,020	1,066	783
Trade & Commerce .....	46,548	57,561	63,997	57,148
Transport .....	108,471	127,191	128,880	142,179
Transport Commissioners .....	3,842	3,488	4,020	4,273
Veterans' Affairs .....	96,688	97,977	84,473	117,870

TABLE 3—Concluded

<i>Department</i>	<i>1963</i>	<i>1962</i>	<i>1961</i>	<i>1960</i>
<i>Miscellaneous:</i>				
Atomic Energy Control Board .....	\$ 273	\$ 236	\$ 256	\$ 276
Atomic Energy of Canada Limited ....	14	9	43	51
Bank of Canada .....	8,466	10,472	9,850	7,934
Board of Broadcast Governors .....	27	688	1,508	1,384
British Ministry of Pensions .....	1,038	51	28	11
Canadian Arsenal Limited .....	245	493	155	126
Canadian Commercial Corporation ....	62	9	21	3
Canadian Maritime Commission .....	713	523	462	451
Canadian National Productivity Council .....	163	436	—	—
Canadian Overseas Telecommunication Corporation .....	—	12	—	—
Central Mortgage & Housing Corporation .....	20	30	5	15
Committee of Inquiry into the Unem- ployment Insurance Act .....	8	80	—	—
Crown Assets Disposal Corporation ....	4,554	5,031	6,121	6,689
Defence Construction (1951) Limited	3,478	5,353	4,784	695
External Aid Office .....	2,373	3,202	—	—
National Capital Commission .....	85	65	59	54
National Centennial Admin. ....	4,514	—	—	—
National Energy Board .....	1,063	2,090	952	2,927
National Parole Board .....	3,025	4,805	3,026	352
Northern Canada Power Commission	2,392	2,307	1,467	1,335
Royal Commission on the Automotive Industry .....	—	—	322	—
Royal Commission on Banking & Finance .....	2,169	1,110	—	—
Royal Commission on Canadian Gov- ernment Operations .....	485	5,569	5,004	—
Royal Commission on Coal .....	—	—	6	837
Royal Commission on Energy .....	—	—	847	135
Royal Commission on Great Slave Lake Railway .....	—	—	—	79
Royal Commission on Health Services	774	454	—	—
Royal Commission on Price Spread of Food Products .....	—	—	—	616
Royal Commission on Pilotage .....	690	—	—	—
Royal Commission on Publications ....	—	147	650	—
Royal Commission on Taxation .....	1,105	—	—	—
Royal Commission on Transportation	—	530	516	121
St. Lawrence Seaway Authority .....	4,403	5,020	6,561	13,959
United Kingdom Air Liaison Mission	—	—	—	—
United Kingdom Payments Office .....	—	6	7	—
United Kingdom Service Liaison Staff Air .....	—	—	—	2
Total .....	\$ 2,602,670	\$ 2,935,911	\$ 2,637,284	\$ 2,685,860



TABLE 4

**Value of Office Machine Repairs for Parliament and  
the Departments for the Last Three Fiscal Years**

<i>Department</i>	<i>1963</i>	<i>1962</i>	<i>1961</i>
Agriculture .....	\$ 18,637	\$ 22,060	\$ 21,609
Archives—Public .....	994	1,237	1,543
Auditor General's Office .....	133	226	152
Air Transport Board .....	141	189	274
Board of Broadcast Governors .....	174	143	106
Board of Grain Commissioners .....	748	1,331	1,062
Canadian Broadcasting Corporation .....	15	—	—
Chief Electoral Officer .....	91	28	6
Citizenship & Immigration .....	17,078	18,253	20,678
Citizenship & Immigration—Indian Affairs .....	1,380	1,745	1,698
Civil Service Commission .....	5,587	6,921	4,832
Comptroller of Treasury .....	45,805	45,477	37,348
Defence Production .....	11,345	13,322	12,993
Defence Research Board .....	5,951	6,745	6,322
Dominion Bureau of Statistics .....	15,299	17,720	13,292
Dominion Coal Board .....	128	76	96
Exchequer Court of Canada .....	67	189	85
External Affairs .....	4,973	4,941	5,459
Farm Credit Corporation .....	—	3	138
Finance .....	2,591	2,350	3,113
Fisheries .....	5,068	5,730	4,973
Forestry .....	2,472	1,926	—
Governor General's Office .....	42	54	102
House of Commons .....	2,474	2,114	2,265
Insurance .....	653	630	606
International Joint Commission .....	14	35	23
Justice .....	3,038	3,561	3,659
Justice Penitentiaries .....	4,044	4,802	2,881
Labour .....	5,366	5,421	4,844
Library of Parliament .....	192	382	168
Mines & Technical Surveys .....	6,615	8,651	5,963
National Defence .....	220,648	275,519	257,966
National Film Board .....	2,495	4,339	3,242
National Gallery of Canada .....	68	157	252
National Harbours Board .....	2	—	3
National Health & Welfare .....	11,754	14,407	12,540
National Health & Welfare (Indian Health Services) ....	1,101	1,802	1,341
National Library .....	207	—	152
National Research Council .....	—	—	—
National Revenue—Customs and Excise .....	24,082	22,638	18,682
National Revenue—Taxation .....	39,942	43,358	37,036

TABLE 4—Concluded

<i>Department</i>	<i>1963</i>	<i>1962</i>	<i>1961</i>
Northern Affairs & National Resources .....	\$ 8,955	\$ 9,931	\$ 8,337
Post Office .....	23,718	27,848	26,600
Privy Council .....	1,120	1,097	1,289
Public Printing and Stationery .....	15,817	15,614	16,495
Public Works .....	11,156	12,180	9,721
Royal Canadian Mint .....	582	435	338
Royal Canadian Mounted Police .....	21,882	27,759	21,615
Secretary of State .....	4,029	4,489	4,267
Senate of Canada .....	733	1,201	798
Supreme Court of Canada .....	213	169	253
Tariff Board .....	136	124	41
Trade & Commerce—Administration .....	3,638	3,679	3,680
Transport .....	25,104	26,538	24,284
Transport Commissioners .....	667	701	589
Unemployment Insurance Commission .....	21,346	25,065	21,094
Veterans Affairs .....	23,818	28,585	28,296
Veterans Land Act .....	902	1,758	1,008
<i>Miscellaneous:</i>			
Atomic Energy Control Board .....	10	11	40
Atomic Energy Canada Limited .....	7	—	—
Canadian Arsenal Limited .....	—	—	8
Canadian Maritime Commission .....	159	109	39
Commission for Royal Tour .....	—	—	—
External Aid Office .....	288	206	13
National Energy Board .....	183	251	153
National Parole Board .....	1,176	608	339
Royal Commission on Coal .....	40	—	—
Royal Commission on Energy .....	—	—	—
Royal Commission on Government Organization ....	95	139	—
Royal Commission on Health Services .....	107	37	—
Royal Commission on Price Spread of Food Products	—	—	2
Royal Commission on Transportation .....	11	65	91
Royal Commission on Taxation .....	84	—	—
St. Lawrence Seaway Authority .....	—	7	—
Territorial Government—Yukon Territories .....	—	114	108
	<u>\$ 627,390</u>	<u>\$ 727,202</u>	<u>\$ 657,002</u>

No sales to other Government Departments are being recorded for Office Machine Repairs as this service is paid from appropriations.

TABLE 5  
Details of Non-Tax Revenue

	1963	1962
REVENUE FROM SALES OF PUBLICATIONS		
<i>Canada Gazette</i>		
Subscriptions .....	\$ 17,110	\$ 12,053
Advertising .....	118,083	112,907
	<u>\$ 135,193</u>	<u>\$ 124,960</u>
Annual Statutes .....	\$ 19,942	\$ 19,680
Revised Statutes .....	4,185	2,970
Miscellaneous		
Parliament and Departments .....	138,145	113,081
Public .....	1,217,246	1,004,382
International Organizations, etc. ....	44,510	47,637
	<u>\$ 1,424,028</u>	<u>\$ 1,187,750</u>
Total Revenue from Sales .....	<u>\$ 1,559,221</u>	<u>\$ 1,312,710</u>
OTHER REVENUE		
Refunds of Previous Year's		
Expenditure .....	857	2,526
Royalties .....	100,056	—
Sundries .....	343	—
Total Revenue .....	<u>\$ 1,660,477</u>	<u>\$ 1,315,236</u>

TABLE 6  
Prepaid Expenses, Deferred Charges  
and Inventories as at March 31, 1963

	1963	1962
PRINTING OPERATIONS		
Printing—Work in Process .....	\$ 451,907	\$ 339,216
Paper Stores .....	397,551	361,529
Printing Material Stores .....	305,756	279,745
Printing Sub-Stores .....	342,404	361,712
Maintenance Stores .....	175,323	189,719
Stores Condemnation .....	20,803	8,174
Treasury Board Write-Off Authority .....	6,741	—
Consignment .....	2,998	—
Drums and Containers .....	586	722
Prepaid Expenses .....	24,029	33,064
Deferred Charges .....	22,056	32,769
	<u>\$ 1,750,154</u>	<u>\$ 1,606,650</u>
STATIONERY OPERATIONS		
Main Stores .....	\$ 705,165	\$ 610,801
Consignment .....	32,781	48,060
	<u>\$ 737,946</u>	<u>\$ 658,861</u>
TYPEWRITER AND OFFICE MACHINE OPERATIONS		
Parts .....	\$ 100,123	\$ 100,421
New Equipment .....	51,627	51,361
	<u>\$ 151,750</u>	<u>\$ 151,782</u>
DEPARTMENTAL OPERATIONS .....	<u>\$ 2,639,850</u>	<u>\$ 2,417,293</u>



TABLE 7  
Details of Expenditures by Votes

	1963	1962	1963 Lapsed
<b>DEPARTMENTAL ADMINISTRATION</b>			
Salaries and Wages .....	\$ 659,556	\$ 641,657	\$ 8,444
Travelling Expenses .....	3,615	5,524	580
Postage .....	208	151	17
Telephones and Telegrams .....	897	881	175
Publication of Departmental Reports and Other Material .....	2,508	1,264	492
Office Stationery, Supplies and Equipment .....	103,961	100,764	650
Materials and Supplies .....	1,194	874	406
Repairs and Upkeep of Equipment .....	3,016	4,062	584
Unemployment Insurance Contributions and other Personal Benefits .....	23	33	77
Sundries .....	2,477	1,655	420
	\$ 777,455	\$ 756,865	\$ 11,845
Less—Estimated Revenue from Department of Finance for Services Rendered .....	6,000	6,000	—
	\$ 771,455	\$ 750,865	\$ 11,845
<b>PURCHASING, STATIONERY AND STORES</b>			
Salaries and Wages .....	\$ 662,331	\$ 639,157	\$ 12,319
Professional and Special Services .....	2	—	23
Travelling Expenses .....	7,219	8,246	151
Freight, Express and Cartage .....	116,637	125,828	4,863
Postage .....	7,360	5,812	40
Telephones and Telegrams .....	4,298	4,290	97
Repairs to Office Equipment and Acquisition of Spare Parts .....	375,524	443,147	29,476
Office Stationery, Supplies and Equipment .....	13,478	20,155	1,978
Materials and Supplies .....	7,171	10,720	1,629
Repairs and Upkeep of Equipment .....	5,283	5,605	267
Municipal or Public Utility Services .....	865	916	135
Publications of Departmental Reports and Other Material .....	—	—	100
Unemployment Insurance Contributions and Other Personal Benefits .....	\$ 177	\$ 170	\$ 223
Sundries .....	701	133	153
	\$ 1,201,046	\$ 1,264,179	\$ 51,454
<b>DISTRIBUTION OF OFFICIAL DOCUMENTS</b>			
Salaries and Wages .....	\$ 496,124	\$ 407,154	\$ 2,876
Professional and Special Services .....	2,063	144	—
Travelling Expenses .....	2,082	4,603	18
Freight, Express and Cartage .....	30,378	23,350	22
Postage .....	37,867	30,000	73
Telephones and Telegrams .....	2,190	1,404	60
Advertising .....	51,809	38,693	191
Office Stationery, Supplies and Equipment .....	37,772	67,430	17
Materials and Supplies .....	24,934	24,359	257
Sundries .....	266	209	1
	\$ 685,485	\$ 597,346	\$ 3,515

TABLE 7—Concluded

	1963	1962	1963 Lapsed
PRINTING AND BINDING OF OFFICIAL PUBLICATIONS FOR SALES AND DISTRIBUTION TO DEPARTMENTS AND THE PUBLIC			
Printing—Queen's Printer share of the cost of publications distributed free in accordance with the official list approved by the Governor in Council .....	\$ 77,967	\$ 42,206	\$ 22,033
Printing etc., for sales .....	934,296	895,409	6,904
	<u>\$ 1,012,263</u>	<u>\$ 937,615</u>	<u>\$ 28,937</u>
PRINTING OF THE CANADA GAZETTE			
Printing .....	\$ 168,873	\$ 139,456	\$ 1,127
PRINTING AND BINDING THE ANNUAL STATUTES			
Printing and Binding .....	\$ 26,013	\$ 34,927	\$ 8,987
PLANT EQUIPMENT AND REPLACEMENTS			
Acquisition or Construction of Equipment—Main Plant .....	34,694	105,079	3,146
Acquisition or Construction of Equipment—Printing Units .....	45,221	119,752	739
Repairs and Upkeep .....	25,651	13,629	1,349
	<u>\$ 105,566</u>	<u>\$ 238,460</u>	<u>\$ 5,234</u>
REIMBURSEMENT OF THE QUEEN'S PRINTER'S ADVANCE ACCOUNT FOR THE VALUE OF STORES WHICH HAVE BECOME OBSOLETE, UNSERVICEABLE, LOST OR DE- STROYED .....	\$ 6,741	\$ 34,821	\$ 59
TRANSFER IN RESPECT OF THE DISTRIBUTION OF NA- TIONAL GALLERY PUBLICATIONS FROM VOTE 253— ADMINISTRATION, ETC. ....	—	\$ 12,527	—
TOTAL .....	<u>\$ 3,977,442</u>	<u>\$ 4,010,196</u>	<u>\$ 111,158</u>

TABLE 8  
Queen's Printer's Advance

Statement of Operations for the Year ended March 31, 1963  
(with comparative total figures for the year ended March 31, 1962)

	1963		1962	
	Printing	Commercial Printing and Sundries	Stationery Office Equipment and Parts	Total
REVENUE:				
Main Plant .....	\$ 6,425,572			\$ 6,425,572
Field Units .....	3,189,549			3,189,549
Commercial contracts .....		\$ 6,339,035		6,339,035
Sundry printing materials and services .....		432,839		432,839
Stationery, office equipment and parts .....			\$ 2,602,670	2,602,670
	9,615,121	6,771,874	2,602,670	18,989,665
				19,542,985
EXPENDITURE:				
Opening inventories .....				
Work in process .....	338,513	703		339,216
Stationery, office equipment and parts .....			810,643	810,643
Direct materials .....	2,937,833	6,355,596	2,660,944	11,954,373
Direct Labour .....	3,857,137			3,857,137
Other factory expense .....	3,030,865	42,542		3,073,407
Work sub-contracted .....		373,033		373,033
	10,164,348	6,771,874	3,471,587	20,407,809
				20,756,391
Less closing inventories:				
Work in process .....	451,907			451,907
Stationery, office equipment and parts .....			889,696	889,696
	9,712,441	6,771,874	2,581,891	19,066,206
				19,606,532
DISCOUNT EARNED .....	97,320		(20,779)	76,541
	2,569		6,506	9,075
EXCESS OF EXPENDITURE OVER REVENUE .....	94,751		(27,285)	67,466
				52,704

TABLE 9

## Queen's Printer's Advance

(Established by the Public Printing and Stationery Act)

## Balance Sheet as at March 31, 1963

(with comparative figures as at March 31, 1962)

<i>Assets</i>	1963	1962	<i>Liabilities</i>	1963	1962
Accounts receivable			Accounts payable and accrued wages	\$ 281,209	\$ 255,639
Departments and agencies of the Government of Canada .....	\$ 2,370,212	\$ 3,158,186	Equity of the Government of Canada		
Other .....	1,007	2,750	Queen's Printer's Advance, established by Section 37 of the Public Printing and Stationery Act .....	\$ 4,850,030	5,375,294
Inventories, at cost		3,160,936	<i>Less—deficit</i>		
Printing materials and supplies ....	1,252,162	1,201,601	Balance as at April 1, 1962 ....	52,704	
Work in process, printing .....	451,907	339,216	<i>Add—Excess of expenditure over revenue for the year, per Statement of Operations .....</i>	67,466	52,704
Stationery, office equipment and parts .....	889,696	810,643			
		2,351,460	Balance as at March 31, 1963	120,170	52,704
Prepaid expenses .....		2,593,765			
Deferred Charges		24,029			
Accelerated work studies programme .....	15,617	32,769		4,729,860	5,322,590
Plant modifications .....	6,439	32,769			
		22,056			
	\$ 5,011,069	\$ 5,578,229			
				\$ 5,011,069	\$ 5,578,229



**NOTE:** The value of services and facilities, including light, power, telephone, heating, amortization of buildings and equipment, etc., provided free of charge by other government departments and through the medium of parliamentary appropriations for the Department of Public Printing and Stationery, is not reflected in the above Balance Sheet or in the related Statement of Operations.

*Approved:*

ROGER DUHAMEL,  
*Queen's Printer.*

*Certified Correct:*

GUY COUSINEAU,  
*Superintendent, Financial Services.*

I have examined the accounts and financial transactions relating to the Queen's Printer's Advance for the year ended March 31, 1963 and, subject to the footnote thereto, I report that, in my opinion, the above Balance Sheet and the related Statement of Operations present a true and fair view of the state of affairs of the Queen's Printer's Advance as at March 31, 1963, and the results of the operations of the Advance for the year then ended.

IAN STEVENSON,  
*for Auditor General of Canada.*









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